

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Washington, DC 20250

Notice CONSV-77

For: State and County Offices

Processing Supplemental Environmental Quality Incentives Program (EQIP) Funds

Approved by: Acting Deputy Administrator, Farm Programs



1 Overview

A

Background

Congress has appropriated \$26 million in no-year funds for EQIP, separate and distinct from the annual EQIP funding through CCC. Also, NRCS and FSA have determined that, because the 1997 national reserve has been depleted, FY 2001 funds may be used for 1997 contract errors, omissions, and appeals. To identify and track these additional funding sources, it is necessary to allow multiple fund codes on a contract. The primary fund code will identify the priority area and the supplemental fund code will identify special funding sources.

B

Purpose

This notice provides instructions for processing:

- FY 2001 EQIP (LHHS) funds received for fund code xx8501/2001
- new EQIP contracts with multiple fund codes
- 1997 EQIP contract errors, omissions, and appeals using FY 2001 funds for fund code xx8001/1997.

C

Contact

If there are questions about this notice, State Offices may contact Sharon Rafter, CEPD at 202-690-1612.

Disposal Date

January 1, 2002

Distribution

State Offices; State Offices relay to County Offices and NRCS State Offices

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2 State Office Action

A

Supplemental Fund Code xx8501/2001

When the State Office receives CCC-357 with its allocation of FY 2001 EQIP (LHHS) funds for fund code xx8501/2001, the State Office shall maintain these funds separate and distinct from all other funds. The funds are no-year and must be carefully tracked because if not earned, these funds may be reobligated.

State Offices shall record the allocation for fund code xx8501/2001 according to 2-CONSV, paragraph 474. If the funds are not being distributed immediately to County Offices, the State Office must establish a distinctive reserve account for these funds using the following table.

Step	Action	Result
1	On Menu EEG200, ENTER "5", "Establish Reserve Accounts Menu", and PRESS "Enter".	Menu EEG250 will be displayed.
2	On Menu EEG250, ENTER "2", "Establish C/S Reserve Accounts", and PRESS "Enter".	Screen EEG20500 will be displayed.
3	On Screen EEG20500, enter the number of the ledger code to be selected and PRESS "Enter".	Screen EEG25500 will be displayed.
4	On Screen EEG25500, PRESS "Cmd16".	Screen EEG25505 will be displayed.
5	On Screen EEG25500, ENTER "CS8501" and PRESS "Enter."	Screen EEG25500 will be displayed with the message, "Reserve Account has been added".

State Offices shall distribute the funds to the applicable County Offices for use on **new** contracts only.

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2 State Office Action (Continued)

B

Example of Screen EEG21000

The following is an example of Screen EEG21000 after the State Office has received its allocation for fund code xx8501/2001. In this case, the funds are put in a specially created cost-share (C/S) reserve account CS8501.

Conservation	22-LOUISIANA	Display	EEG21000
Ledger Allocations/Reserves Screen	Version: AB47	07-23-2001 13:34	Term E5

Fiscal Year: 2001	Ledger Code: EQIP	Fund Code: 228501/2001	

Total State Allocation	Change(+/-)	\$	Amount
	<u>10000</u>		0
- Total C/S Reserve			0
- Total County Allocation	<u> </u>		0
= Balance			0

Reserve Accounts			
CSXXXX	<u> </u>	0	0
CS8501	<u>10000</u>	0	0

NO MORE ACCOUNT CODES			
Enter=Continue Cmd4=Previous Screen Cmd7=End			

C

Supplemental Fund Code xx8001/1997

When using FY 2001 funds for 1997 errors, omissions, and appeals, the State Office may transfer FY 2001 funds from any FY 2001 fund code, **except** fund code xx8501/2001, to fund code xx8001/1997. The funds may then be allocated to the applicable County Offices using fund code xx8001/1997. State Offices shall process these transactions according to 2-CONSV, paragraphs 474 and 475.

Important: All funds in fund code xx8001/1997 must be obligated before September 30, 2001, or they will be lost, along with any other unobligated 2001 funds. Funds should **not** be transferred to fund code xx8001/1997 unless an error, omission, or appeal of a 1997 contract has been identified.

State Offices shall notify the National NRCS Office monthly of all transfers of FY 2001 funds to 1997 contracts.

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3 Supplemental Fund Code xx8501/2001

A

Processing Supplemental Fund Code xx8501/2001

County Offices shall make fund code xx8501/2001 eligible on the conservation county eligibility table as applicable. County Offices shall record the allocation according to 2-CONSV, paragraph 302.

Supplemental fund code xx8501/2001 is for use with **new** contracts only. These contracts must have a primary fund code to identify the priority area as well as the supplemental code, fund code xx8501/2001, which identifies the funding source.

B

Creating CCC-1200 With Multiple Fund Codes

Create CCC-1200 for contracts that will use funds from supplemental fund code xx8501/2001. On Menu EEB200, ENTER "1" and PRESS "Enter". Screen EEB21000 will be displayed.

The following is an example of Screen EEB21000.

Conservation	069-NATCHOTICHES	Selection	EEB21000
CCC-1200 Initial Data Screen		Version: AC89 06-29-2001 08:41 Term E4	

Program Code #: 1			
Eligible Program Codes:			
1. EQIP			
Fund Code: _____ (Leave blank to list all eligible Fund Codes)			
Does This Contract Have Supplemental Fund Codes (Y or N)? <u>Y</u>			
NRCS Office: _____ (Leave blank to list all NRCS offices)			
Enter=Continue Cmd7=End			

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3 Supplemental Fund Code xx8501/2001 (Continued)

B

Creating CCC-1200 With Multiple Fund Codes (Continued) Complete Screen EEB21000 as follows for contracts with supplemental fund code xx8501/2001.

Step	Action	Result	
1	On Screen EEB21000, ENTER “Y” to the question “Does this contract have supplemental fund codes?”.	Screen EZZ82000 will be displayed listing the eligible fund codes for EQIP.	
2	On Screen EZZ82000, the fund code to be selected is the fund code for the priority area of the contract. Enter the number of the fund code to be selected and PRESS “Enter”.	IF the number of eligible NRCS Offices on the CCC county eligibility table is...	THEN...
		1	Screen EEB21017 will be displayed. Go to step 4.
		between 2 and 10	Screen EZZ82500 will be displayed.
3	On Screen EZZ82500, enter the number of the NRCS Office to be selected and PRESS “Enter”.	Screen EEB21017 will be displayed.	
4	On Screen EEB21017, ENTER “Y” beside the supplemental fund code xx8501/2001 and PRESS “Enter”.	Screen EEB21020 will be displayed. Complete processing according to 2-CONSV, paragraphs 28 through 45.	

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3 Supplemental Fund Code xx8501/2001 (Continued)

C

Example of Screen EEB21017

The following is an example of Screen EEB21017.

Conservation	069-NATCHOTICHES	Selection	EEB21017
CCC-1200 Supplemental Fund Code Screen Version: AC89 06-29-2001 08:41 Term E4			

Program: EQIP		Fund Code: 220004/2001*	
Supplemental Fund Codes			
Enter "Y" next to Supplemental Fund Code(s) to be associated to Contract			
	Fund Code	Description	
<u>Y</u>	228501/2001	LHHS No Year Funds	
NO MORE FUND CODES			
Enter=Continue Cmd4=Previous Screen Cmd7=End			

D

Approving CCC-1200

Approve CCC-1200 according to the following table.

Step	Action	Result
1	On Menu EEB200, ENTER "3", "Approval Process", and PRESS "Enter".	Screen EEB20500 will be displayed.
2	On Screen EEB20500, enter the contract number to be accessed and PRESS "Enter".	Screen EEB23005 will be displayed.
3	On Screen EEB23005, enter the hydrologic unit for the contract and PRESS "Enter".	Screen EEB23010 will be displayed.
4	On Screen EEB23010, PRESS "Enter".	Screen EEB24000 will be displayed.

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3 Supplemental Fund Code xx8501/2001 (Continued)

E

**CCC-1200
Approval Screen
EEB24000**

The following is an example of Screen EEB24000 for a contract with multiple fund codes. Screen EEB24000 will be available for each fund code on a contract.

The program balance displayed is the current balance available for commitment on the ledger for the EQIP fund code displayed. The overall contract value displayed is the sum of all entries in the "C/S Amount Approved" field for the contract for all fund codes.

Conservation CCC-1200 Approval Screen	069-NATCHOTICHES Version: AC89	Selection 06-29-2001 12:44	EEB24000 Term E4
Contract Number: 2001 0008	Program: EQIP	Fund Code: 229999/2001*	
Farm NO: 2690	Tract NO: 799		
Producer ID: 436 54 5081 S	Name: JERRY CROOKS		
Fund Code: 229999/2001		Program Balance:	0
		Overall Contract Value:	0
	Change(+/-)	Fund Code Balances	Contract Balances
C/S Amount Approved:	_____	0	0
Performance Amount Approved:		0	0
Performance Amount Earned:		0	0
Balance Available:		0	0
Unapproved Contract Balance:		0	0
Amount CCC-1245's Issued:		0	0
MORE FUND CODES Enter=Continue Cmd4=Previous Screen Cmd7=End Roll=Next Fund Code			

Even though the contract has multiple fund codes associated to it, the funding will be provided only by fund code xx8501/2001.

Screen EEB24000 will display initially for the primary fund code. The primary fund code identifies the priority area being addressed. Leave the "C/S Amount Approved" field blank and PRESS "Page Down".

Screen EEB24000 will display for the supplemental fund code (xx8501/2001). Enter the amount on CCC-1200, item 9c in the "C/S Amount Approved" field and PRESS "Enter". This is the total obligation for the contract. Screen EEB24005 will be displayed.

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3 Supplemental Fund Code xx8501/2001 (Continued)

F

Adding Technical Practices

Add 1 or more technical practices to CCC-1200 as follows.

Step	Action	Result
1	On Screen EEB24005, PRESS "Cmd16".	Screen EEB24010 will be displayed.
2	<p>On Screen EEB24010, do 1 of the following to select the technical practice to be added:</p> <ul style="list-style-type: none"> enter the technical practice code and PRESS "Enter" leave the field blank to list all eligible technical practices for the program. Screen EZZ84500 will be displayed. ENTER the number of the technical practice to be selected and PRESS "Enter". 	Screen EEB24016 will be displayed.

The following is an example of Screen EEB24016 for a contract with multiple fund codes.

```

Conservation      069-NATCHOTICHES      Selection      EEB24016
CCC-1200 Technical Practice Screen  Version: AC89  07-10-2001 13:33 Term E4
-----
Contract Number: 2001 0007      Program:  EQIP      Fund Code: 229999/2001*
Farm NO:          2690          Tract NO: 799
Producer ID:      436 54 5081 S  Name:      JERRY CROOKS

Technical Practice - Code: 327
                   Desc:  Conservation cover (Ac)
                   Unit:  AC

Practice Extent:
Cost-Share/Incentive Level:      100
Offered Level:                   ____

Fund Code(s):
Amount to be Distributed:        ____
Total Cost-Share/Incentive:      ____
Year Scheduled:                  ____
Livestock Indicator:             ____

Enter=Continue  Cmd4=Previous Screen  Cmd7=End  Cmd13=More Data  Help=Help
  
```

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3 Supplemental Fund Code xx8501/2001 (Continued)

F

**Adding
Technical
Practices
(Continued)**

Enter the following data from NRCS-LTP-11-E for the technical practice being processed:

- **practice extent**
- **offered level**

Note: It is necessary to select the fund code that will be associated to each practice. PRESS “CMD13” to access the Fund Code Selection/Summary Screen. Enter the number of the fund code being selected and PRESS “Enter”. For C/S practices, select fund code xx8501/2001. For non-C/S practices, select the priority area fund code.

Fund Code Selection/Summary				EEB24050
#	Fund Code	Total C/S Approved	Total C/S-Inc	Amount To Be Distributed
1	229999/2001	0	0	0
2	228501/2001	3,000	0	3,000
		3,000	0	3,000
Enter # and Press "Enter". 2				
Enter=Continue Cmd4=Previous Screen				

- **total C/S-incentive** for the practice
- **year scheduled**
- **livestock indicator.**

Notes: PRESS “Help” to view the livestock indicators available, if it is indicated that the practice is “Livestock” in the “Planned Conservation Treatment” column. Identify primary animal use for the **farm**.

ENTER “N” if there is **no** indication in the “Planned Conservation Treatment” column that the practice is a livestock practice.

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3 Supplemental Fund Code xx8501/2001 (Continued)

F

Adding Technical Practices (Continued)

When all entries have been made, PRESS “Enter”. Screen EEB24005 will be redisplayed reflecting the technical practice added and the message, “Technical code has been added” will be displayed.

Repeat the process to add other technical practices. When all technical practices listed on NRCS-LTP-11-E have been added, PRESS “Enter”. Screen EEB26000 will be displayed.

Finish processing CCC-1200 according to 2-CONSV, paragraphs 95 and 96.

4 Supplemental Fund Code xx8001/1997

A

Processing Supplemental Fund Code xx8001/1997

County Offices shall make fund code xx8001/1997 eligible on the conservation county eligibility table as applicable. County Offices shall record the allocation of the transferred funds according to 2-CONSV, paragraph 302.

To allow tracking of the use of FY 2001 funds for 1997 errors, omissions, and appeals, it is necessary to use a supplemental fund code on the applicable contracts. These funds are identified as supplemental fund code xx8001/1997.

Supplemental fund code xx8001/1997 is for use on 1997 contracts that need additional funding for errors, omissions, or appeals only. These contracts already have a primary fund code, which identifies the priority area. The supplemental fund code xx8001/1997 identifies the source of the additional funding.

B

Adding Supplemental Funds to CCC-1200

Add fund code xx8001/1997 to a contract according to the following.

Step	Action	Result
1	On Screen EEB200, ENTER “3”, “Approval Process”, and PRESS “Enter”.	Screen EEB20500 will be displayed.
2	On Screen EEB20500, enter the contract number to be accessed and PRESS “Enter”.	Screen EEB23005 will be displayed.

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4 Supplemental Fund Code xx8001/1997 (Continued)

B Adding Supplemental Funds to CCC-1200 (Continued)

The following is an example of Screen EEB23005.

Conservation	069-NATCHOTICHES	Selection	EEB23005
CCC-1200 Basic Data Screen	Version: AC89	06-29-2001 12:13	Term E4

Contract Number: 1997 0002		Program: EQIP	Fund Code: 229999/1997
Farm NO:	198	Tract NO:	943
Producer ID:	22 069 0073	T Name:	THELMA BLALOCK
Estimated Total Program Payment:		3000	
Hydrological Unit:		<u>08009000033402</u>	
Does This Contract Have Supplemental Fund Codes (Y or N)? <u>Y</u>			
Enter=Continue Cmd4=Previous Screen Cmd7=End			

On Screen EEB23005, ENTER "Y" to the question, "Does this contract have supplemental fund codes?", and PRESS "Enter". Screen EEB23010 will be displayed.

The following is an example of Screen EEB23010.

Conservation	069-NATCHOTICHES	Selection	EEB23010
CCC-1200 Supplemental Fund Code Screen	Version: AC89	06-29-2001 08:41	Term E4

Program: EQIP		Fund Code: 229999/1997	
Supplemental Fund Codes			
Enter "Y" next to Supplemental Fund Code(s) to be associated to Contract			
	Fund Code	Description	
<u>Y</u>	228001/1997	Contract Modification Retro Fund	
NO MORE FUND CODES			
Enter=Continue Cmd4=Previous Screen Cmd7=End			

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4 Supplemental Fund Code xx8001/1997 (Continued)

B

Adding Supplemental Funds to CCC-1200 (Continued)

On Screen EEB23010, ENTER "Y" to select fund code xx8001/1997 and PRESS "Enter." Screen EEB24000 will be displayed for the primary fund code.

The following is an example of Screen EEB24000.

Conservation CCC-1200 Approval Screen	069-NATCHOTICHES Version: AC89	Selection 06-29-2001 12:44	EEB24000 Term E4

Contract Number: 1997 0008	Program: EQIP	Fund Code: 229999/1997*	
Farm NO: 2690	Tract NO: 799		
Producer ID: 436 54 5081 S	Name: JERRY CROOKS		
Fund Code: 229999/1997		Program Balance:	0
		Overall Contract Value:	40,000
	Change(+/-)	Fund Code Balances	Contract Balances
C/S Amount Approved:		40,000	40,000
Performance Amount Approved:		34,700	34,700
Performance Amount Earned:		34,700	34,700
Balance Available:		5,300	5,300
Unapproved Contract Balance:		0	0
Amount CCC-1245's Issued:		5,300	5,300
MORE FUND CODES			
Enter=Continue Cmd4=Previous Screen Cmd7=End Roll=Next Fund Code			

PRESS "Page Down" to roll to Screen EEB24000 for fund code xx8001/1997. Enter the amount of current year funds being transferred to the contract in the "C/S Amount Approved" field and PRESS "Enter".

Conservation CCC-1200 Approval Screen	069-NATCHOTICHES Version: AC89	Selection 06-29-2001 12:44	EEB24000 Term E4

Contract Number: 1997 0008	Program: EQIP	Fund Code: 229999/1997*	
Farm NO: 2690	Tract NO: 799		
Producer ID: 436 54 5081 S	Name: JERRY CROOKS		
Fund Code: 228001/1997		Program Balance:	12,500
		Overall Contract Value:	40,000
	Change(+/-)	Fund Code Balances	Contract Balances
C/S Amount Approved:	10,000	0	40,000
Performance Amount Approved:		0	14,700
Performance Amount Earned:		0	14,700
Balance Available:		0	5,300
Unapproved Contract Balance:		0	0
Amount CCC-1245's Issued:		0	5,300
NO MORE FUND CODES			
Enter=Continue Cmd4=Previous Screen Cmd7=End Roll=Next Fund Code			

Screen EEB24005 will be displayed.

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4 Supplemental Fund Code xx8001/1997 (Continued)

C

Adding Technical Practices

If necessary, add 1 or more technical practices to CCC-1200 according to the following.

Step	Action	Result
1	On Screen EEB24005, PRESS "Cmd16".	Screen EEB24010 will be displayed.
2	<p>Do 1 of the following to select the technical practice to be added:</p> <ul style="list-style-type: none"> enter the technical practice code and PRESS "Enter" leave the field blank to list all eligible technical practices for the program. Screen EZZ84500 will be displayed. enter the number of the technical practice to be selected and PRESS "Enter". 	Screen EEB24016 will be displayed.

The following is an example of Screen EEB24016 for a contract with multiple fund codes.

Conservation	069-NATCHOTICHES	Selection	EEB24016
CCC-1200 Technical Practice Screen	Version: AC90	07-26-2001 07:48	Term E5

Contract Number: 1997 0260	Program: EQIP	Fund Code: 220004/1997*	
Farm NO: 1981	Tract NO: 9340		
Producer ID: 438 96 1089 S	Name: NATHAN ALLBRITTON		
Technical Practice - Code:	314		
Desc:	Brush management (Ac)		
Unit:	AC		
Practice Extent:	50		
Cost-Share/Incentive Level:	100		
Offered Level:	100		
Fund Code(s):	228001/1997		
Amount to be Distributed:	200		
Total Cost-Share/Incentive:	200		
Year Scheduled:	2002		
Livestock Indicator:	S		
Enter=Continue Cmd4=Previous Screen Cmd7=End Cmd13=More Data Help=Help			

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4 Supplemental Fund Code xx8001/1997 (Continued)

C
Adding
Technical
Practices
(Continued)

Enter the following data for the technical practice being processed:

- **practice extent**
- **offered level**

Note: It is necessary to select the fund code that will be associated to each practice. PRESS “CMD13” to access the Fund Code Selection/Summary Screen. Enter the number of the fund code being selected and PRESS “Enter”. For C/S practices, select fund code xx8001/1997. For non-C/S practices, select the priority area fund code.

Fund Code Selection/Summary				EEB24050
#	Fund Code	Total C/S Approved	Total C/S-Inc	Amount To Be Distributed
1	229999/1997	0	0	0
2	228001/1997	3,000	0	3,000
		3,000	0	3,000
Enter # and Press "Enter". 2				
Enter=Continue Cmd4=Previous Screen				

- **total C/S-incentive**
- **year scheduled**
- **livestock indicator.**

Notes: PRESS “Help” to view the livestock indicators available, if it is indicated that the practice is “Livestock”. Identify primary animal use for the **farm**.

“N” if there is **no** indication that the practice is a livestock practice.

When all entries have been made, PRESS “Enter”. Screen EEB24005 will be redisplayed reflecting the technical practice added and the message, “Technical code has been added” will be displayed. Finish processing CCC-1200 according to 2-CONSV.

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4 Supplemental Fund Code xx8001/1997 (Continued)

D

Modifying Technical Practices

If necessary, change data according to the following for 1 or more technical practices that was already on the contract but is now being funded by fund code xx8001/1997.

Step	Action	Result
1	On Screen EEB24005, PRESS “Cmd20”.	Screen EEB24005 will be redisplayed with the added field, “# of Tech Prac To Change”.
2	On Screen EEB24005, enter the number in the “#” column that corresponds to the technical practice code to be changed and PRESS “Enter”.	Screen EEB24015 will be displayed reflecting the selected technical practice.
3	<p>On Screen EEB24015, change any of the following data for the technical practice as needed:</p> <ul style="list-style-type: none">• practice extent• offered level• fund code• total C/S-incentive• year scheduled• livestock indicator. <p>When all changes have been made, PRESS “Enter”.</p>	Screen EEB24005 will be redisplayed reflecting the changes, and the message, “Technical code has been changed” will be displayed.
4	Repeat steps 1 through 3 to change other technical practice data, if needed. When all changes have been made, PRESS “Enter”.	Screen EEB26000 will be displayed.

Finish processing CCC-1200 according to 2-CONSV.
